

T/IX/M-12
19 May 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

Task Team IX - ADP Systems Library

Minutes of the Twelfth Meeting, 10 May 1965

Members or Their Representatives Present

25X1A DIA - [REDACTED]
CIA - [REDACTED]
NSA - [REDACTED]
25X1A AIR FORCE - Lt. Col. Robert R. McAnaw
CSS - [REDACTED]

1. The minutes of the last meeting were approved as written except that the reference to a new format 3 was deleted.

2. The group carefully reviewed the newest draft of the File and Program Descriptions which will be appendices 1 through 6 of the Team report to CODIB. Several minor changes were made in terminology, punctuation and pagination. The Team agreed to the following: The inactive portion of the file currency item would be noted as optional; the size of the tape block should be indicated as an approximate number; the file source should include the symbol "M" for mixed sources; and the text of the abstract item should contain the note that for non-DoD USIB agencies, only the narrative description is mandatory.

3. Consideration was given to appendix 6, Intelligence Activity Codes. The Chairman pointed out that CODIB Task Team I is presently working on a broad subject control scheme which will be more comprehensive than the intelligence activity codes now proposed in appendix 6. The Chairman of Task Team I has indicated that a hierarchical subject control scheme with 5 basic divisions and approximately 33 subdivisions thereof would be available soon and could be used to describe the intelligence activity supported by the file in card format 3 of the file description. The Team agreed that this would be desirable and directed the Secretary to obtain this scheme from Task Team I as soon as possible and insert

GROUP I
Excluded from automatic
downgrading and
declassification.

it in the draft of the file and program descriptions as appendix 6. Likewise, the DIA representative will insert the same scheme appropriately coded in a 3-character code in the DIA instruction presently being prepared for publication and issuance. The Team agreed that any reasonably logical mnemonic coding scheme that may be provided by Task Team I would be satisfactory. If Team I scheme does not provide a mnemonic code, the DIA representative will be responsible for developing that code for both the DIA and the proposed USIB directives.

4. The Chairman of the Team noted that it is expected that the DIA Plans Office will handle any proposed changes or additions in codes, etc., by accepting the proposals informally from the proponent organization and then periodically issuing appropriate changes.

5. The Team next considered what should be published. It was agreed that there would be two basic catalogs: The file description catalog and the program catalog. Both of these would be listed by organization and within organization by the file or program identification number. Both would also have a permuted title index which would lead to the appropriate entry in the catalog in each case. The file description material will also be indexed by intelligence activity code and by country code. The program description material will also be indexed by equipment models. Consideration was given to the classification of the catalogs. The general consensus was that it would be best, all things considered, to publish all of the material up to and including Secret in catalogs with a classification of Secret. However, a final decision was not made on this point.

6. The interim Unit Identification Codes (UIC) were considered by the Team. The relative merits of two courses of action were considered: Either add CIA, NSA, State, AEC, and FBI to the present list or attempt to obtain informally from the appropriate DoD people the new corresponding UIC. It was decided to attempt to obtain from DoD the new UIC's for just the listed organizations in appendix 2 plus the organizations listed above for publication in both the DIA as well as the USIB instructions. This would tend to minimize the confusion on the part of those who will be required to prepare the information in accordance with these codes.

7. The Secretary agreed to furnish the Team, within a couple of days, a new draft of the File and Program Descriptions incorporating the changes agreed upon at this meeting. The Chairman also indicated that he would provide the Team in the next few days with a USIB oriented proposed instruction which will follow as closely as possible the proposed DIA instruction.

8. The Team considered the sample format provided by the NSA member and several associated questions raised therewith. The NSA representative agreed to provide a new sample format which would be in accordance with agreements made at this meeting and have this available at the next meeting which was called by the Chairman for 17 May 1965, 0930 hours at CIA Headquarters.

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